



## KING COUNTY

### ASSISTANT PROGRAM MANAGER KING COUNTY SUPERIOR COURT DEPENDENCY CASA PROGRAM

Annual Salary Range: \$44,386 – \$56,434

Job Announcement: 05WM5006

OPEN: 3/7/05 CLOSE: 3/18/05

**WHO MAY APPLY:** This full-time position is open to the general public

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** This position is located at the Program's Regional Justice Center office in Kent, WA but the incumbent may be required to work at other court facilities.

**WORK SCHEDULE AND TERMS:** This full-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:30 a.m. to 4:30 p.m.

**PRIMARY JOB FUNCTIONS:** This Assistant Program Manager will supervise Dependency CASA volunteers providing advocacy services for abused and neglected children. The incumbent is responsible for the following:

- Recruiting, selecting and training Dependency CASA volunteers.
- Providing consultation and supervision of Dependency CASA volunteers.
- Providing on-going training and support services to Dependency CASA volunteers.
- Completing procedural aspects of case and volunteer management.
- Serving as a liaison between volunteers and community agencies related to the dependency court system.
- Assisting in data collection, program planning and the development of policies and procedures.

**QUALIFICATIONS:** A Master's degree in social work, public administration or related field and three years of experience in social service programs including two years of supervisory experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Volunteer management knowledge and experience is desired. Knowledge of substance abuse, family dysfunction and the juvenile justice system is desired. Excellent written and verbal communication and training skills are required. Must have experience with various software applications.